

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Manager, Programming Administration
DEPARTMENT: AFI DOCS
LOCATION: Washington, D.C. Area

PRINCIPAL RESPONSIBILITIES:

The Manager, Programming Administration is responsible for assisting the Head Programmer and the Festival Director, in programming administration, which includes but is not limited to the adherence to departmental procedures, managing the film submissions process, compiling screening and submission reports, updating and maintaining submission database and liaising with filmmakers.

PRINCIPAL DUTIES:

- Act as the liaison between the Programming team (Head Programmer, Festival Director, Associate Programmer(s), volunteer screeners and screening committee) in coordinating access to film submissions.
- Assist with creating and/or updating documents and spreadsheets for programming purposes, including but not limited to weekly Program Reports.
- Organize and track the results of the screening process prior to, and during, the festival.
- Manage the communication and notifications of accepted and rejected films.
- Respond to inquiries regarding AFI DOCS and forward select inquiries to appropriate DOCS staff.
- Assist the Head Programmer and the Festival Director in the development of new department administrative procedures.
- In collaboration with the Head Programmer, manage the Programming team leading up to and during the festival.
- In collaboration with the Festival Director and the Head Programmer, manage the festival film slotting process.
- Manage film entry system (Withoutabox) and the AFI DOCS database (FileMaker Pro).
- Ensure submissions are accurately updated and maintained. Create and/or export reports as requested by the Programming team.
- Establish and maintain relationships with filmmakers, industry contacts, and cultural and government agencies involved with AFI DOCS.
- Assist the Programming team in the writing, copyediting, and management/trafficking of written film synopses including uploading drafts to AFI's Gemini System and Dropbox as requested by the Head Programmer.

- Serve as liaison between Programming team and the AFI Mar-Com team on the copy-editing process.
- Schedule and manage festival screening introductions, and conduct introductions and moderate Q&As during the festival as assigned by the Head Programmer.
- Manage film/filmmaker information, which includes maintaining files and film archives, updating and maintaining the film submission management system, all while ensuring the information meets the needs of the Programming and Creative Services teams.
- Coordinate with the AFI Creative Services and Mar-Com teams to ensure film/filmmaker information is accurate for AFI DOCS publications, website and press distribution.
- Coordinate with the AFI DOCS Hospitality and Tech Support teams and the AFI Mar-Com team to ensure materials are properly identified and delivered.
- Oversee and coordinate the transfer and sharing of information and details regarding films and filmmakers and other programming-related data to Festival Producer and the festival Production team.
- Attend AFI DOCS meetings, including Programming meetings, and maintain weekly communications with the Director, Head Programmer and Festivals Producer to sufficiently update all departments.
- Participate in the curatorial process under the direction of the Head Programmer, screening and evaluating films as assigned.
- Collaborate with the Technical and Print Traffic teams in the administration of print traffic.
- Assist the Programming and Guest Services teams with events, filmmaker logistics, meeting notes, balloting processes, and screening introduction and Q&A schedules as needed.
- In conjunction with the AFI DOCS Production team, supervise the audience award balloting process, including the preparation of ballots for printing, distribution to festival venues, and the collection and tabulation of ballots.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum five years' experience in film festival production or program management.
- Minimum two years experience in office administration.
- Highly organized with attention to detail, including exceptional organizational and project management skills.
- Knowledge of global film community, filmmakers, sales agents and distributors.
- On-site special event experience preferred.
- Strong writing and copyediting skills.
- Experience with film festival submission systems, specifically Withoutabox.

- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Excellent computer skills with expertise in Word, Excel and FileMaker Pro for a Mac environment.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion.
- Strong time management, organizational and multi-tasking skills, coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity with the ability to inspire confidence and trust.